

## POSITION DESCRIPTION

FACILITIES MAINTENANCE SPECIALIST – ADVANCED

Position No. 002349

Division of Facilities Development & Management

Bureau of Building Management

February 2019

### **Position Summary**

Under the direction of the Buildings and Grounds Superintendent, perform work for inspecting, repairing, and maintaining heating, ventilation, air conditioning, plumbing and electrical systems at the Hill Farms State Office Buildings and other state owned and buildings as assigned.

### **Goals and Worker Activities/Objectives**

**45% A. Under the supervision of the Buildings and Grounds Superintendent, perform semi-skilled work of a heavy physical nature related to the mechanical repair and preventive maintenance activities at the Madison based Hill Farms Facilities.**

- A1. Make daily inspections of building and equipment and notify supervisor of problems. Take daily meter readings of utilities servicing the bureau buildings.
- A2. Start, stop and operate commercial HVAC units including chillers, air conditioners, walk-in freezers/ refrigerators, air compressors, and fans. Provide minor service and repair pumps, strainers, condensing units and valves.
- A3. Perform and maintain chemical water treatment and water testing program for HVAC chiller tower water and chilled water loops. Record all findings and maintain the proper chemical levels for the appropriate application.
- A4. Repair, replace, or rebuild couplings, drives, shafts on rotating equipment. Repair, replace or rebuild pumps, air compressors and electric motors. Inspect, maintain, repair or replace sheaves, belts, bearings, and keep component parts in alignment.
- A5. Inspect, maintain and repair pipes, coils, pneumatic temperature and humidity valves, steam traps and steam reducing valves.
- A6. Perform other mechanical repair projects as required, directed or assigned. Inspect and correct problems related to above. Keep records of maintenance.
- A7. Operate, update and maintain computerized management systems including the Automated Building Management System (BMS) and the Computerized Maintenance Management Systems (CMMS). Work with supervisors, staff and contractors to update or repair the systems as needed. Maintain records of any changes or repairs made to the systems.
- A8. Access and interpret Direct Digital Control system (DDC) to trend system performance and to initiate adjustments.

**30% B. Perform preventive maintenance, mechanical repair, construction and remodeling work in the Hill by working with craftworkers, maintenance mechanics, laborers and facility repair workers.**

- B1. Work with the steamfitters and other maintenance mechanics in monitoring, operation, adjustment and repair of boilers, air handling units, and other HVAC equipment. Perform minor sheet metal fabrication, iron work, bench work, cutting and welding as required.
- B2. Work with electrician in pulling new wires. Inspect, maintain, and repair various types of electrical equipment including the replacement of switches, outlets and cords.
- B3. Work with masons and painters in preparation and repair work. Perform caulking, pointing and maintenance painting work.
- B4. Repair or replace door closures, operators, locks, locksets, hardware, partitions and install walls, ceilings and flooring.
- B5. Work with plumber in maintaining piping and plumbing systems. Refill restroom supplies when required. Inspect, maintain and repair plumbing equipment such as pipes, valves, faucets, water softeners and other fixtures.
- B6. Assist in remodeling and construction projects as required or directed. Assist in determining problems and making minor repairs. Keep accurate records of all maintenance related activities for the building.

**25% C. Perform other duties as assigned.**

- C1. Respond to building tenant work requests.
- C2. Respond to building emergencies and make immediate decisions in the absence of management. Direct or make immediate repairs in emergency situations.
- C3. Maintain shops, work areas, garages, and storage areas on a routine basis or as necessary to maintain a clean and safe work environment.
- C4. Provide services in moving furniture or equipment as required or directed.
- C5. Maintain equipment documentation, external charges, and time reporting by utilizing the CMMS.
- C6. Notify supervisor of equipment and facilities which are in need of repair and/or replacement.

C7. Assist with the maintenance of grounds and walkways, including lawn care, snow removal, and planting when necessary.

C8. Perform other work assigned, which may include tasks not specifically enumerated above, necessary to meet the operational needs of the bureau.

**Knowledges, Skills and Abilities:**

1. Ability to perform heavy manual and physically challenging work in all kinds of indoor conditions and to use scaffolding, and climb/work from ladders is required.
2. Ability to make daily inspections of building and equipment and notify supervisor of problems.
3. Ability to take daily meter readings of utilities servicing the facility.
4. Ability to maintain, adjust and calibrate thermostats, pneumatic temperature and humidity controls, damper operators, zone valves.
5. Ability to record meter and gauge readings.
6. Ability to start, stop and operate HVAC components.
7. Maintain chemical treatment program.
8. Ability to maintain and adjust building management system (BMS) controls for heating, air conditioning and ventilating equipment.
9. Ability to perform routine preventive maintenance on maintenance and grounds equipment as required.
10. Ability to enter charges and time records into computerized maintenance management system (CMMS).
11. Ability to plan, implement and maintain a preventative maintenance schedule of building mechanical equipment, perform or assist contractors and other staff in building remodeling and repair efforts, including electrical, carpentry, plumbing and HVAC work.
12. Excellent communication skills are required.